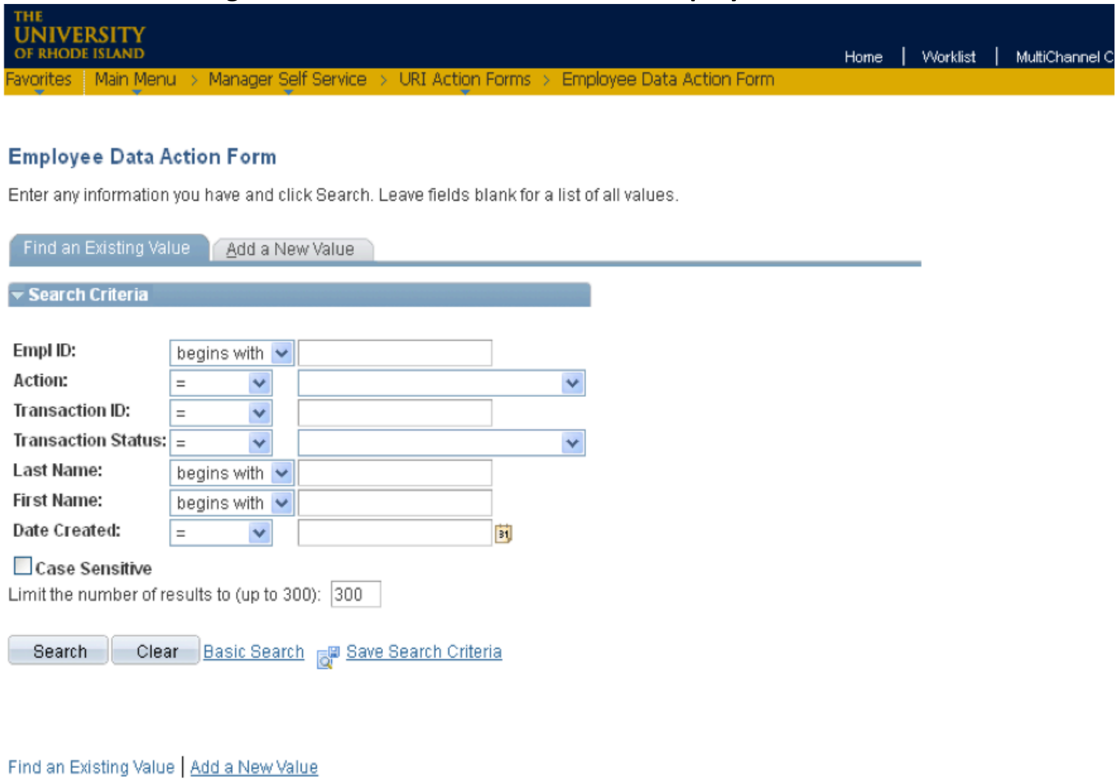
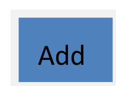
Navigation

Main Menu>Manager Self Service>URI Action Forms>Employee Action Form

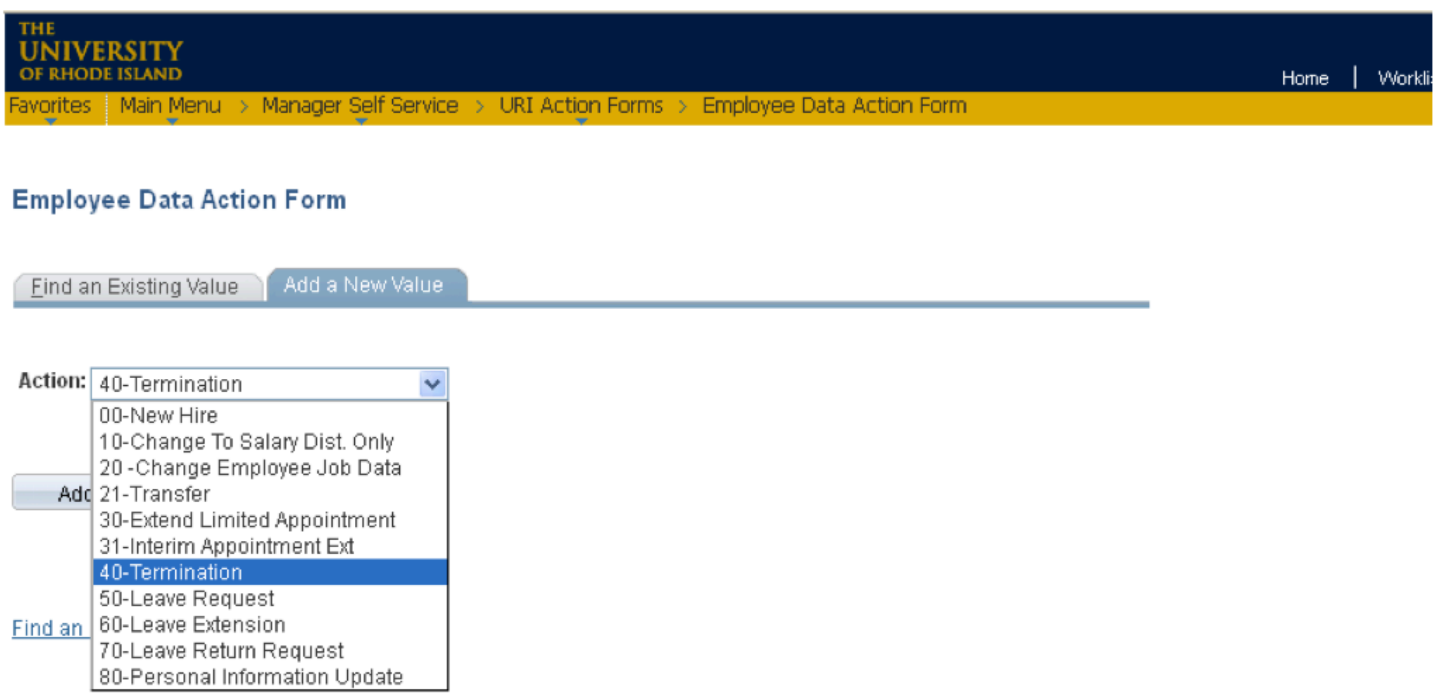


Once you're on the Employee Action Form page, there are two options:

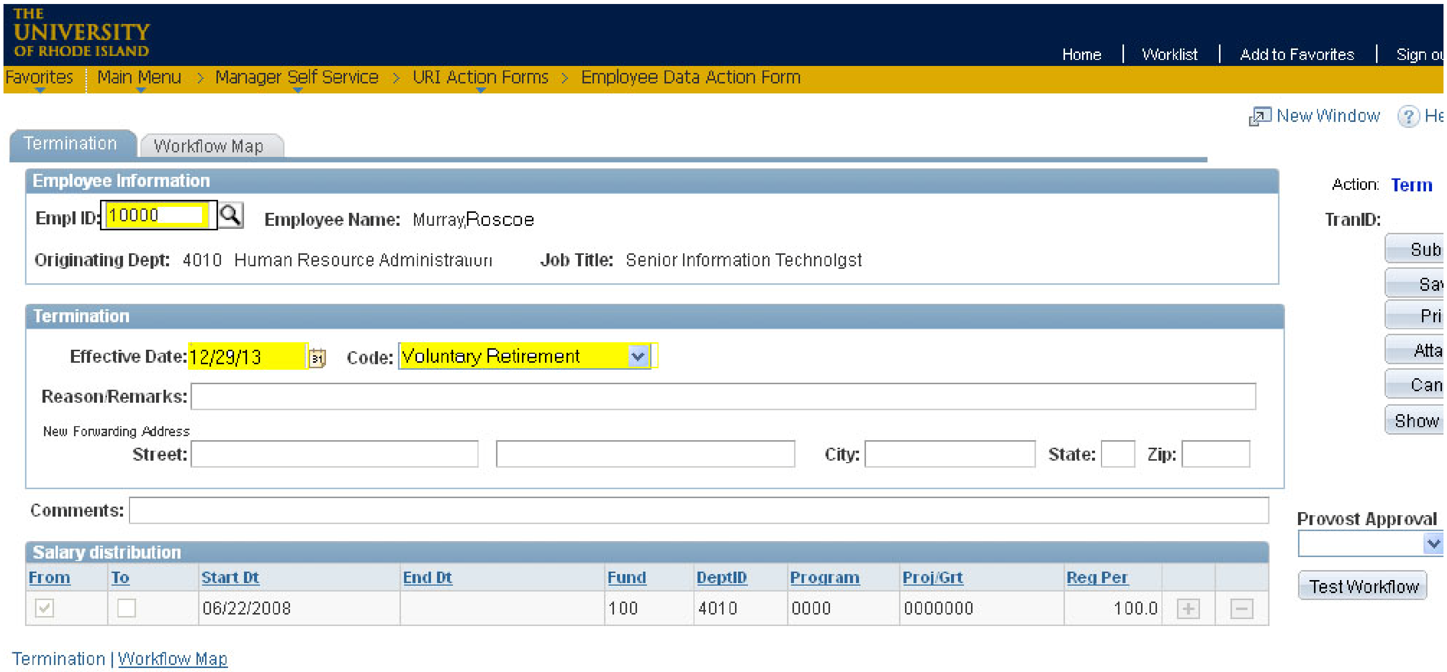
1. **Find an Existing Value** – Search for a form previously created in your department.
2. **Add a New Value** – Open a new form to initiate an employee Retirement or Termination.

Click on **Add a New Value**. Choose **Termination** from the drop-down menu and then click the 

button.



The following will appear:



Required Fields for Retirement Termination Form

Employee Information:

- Empl ID: Enter the employee ID #.
- Effective date of termination or retirement
- Code: Choose the termination or retirement action from the drop down-menu.
- Reason/Remarks field, if necessary
- Forwarding address, if necessary

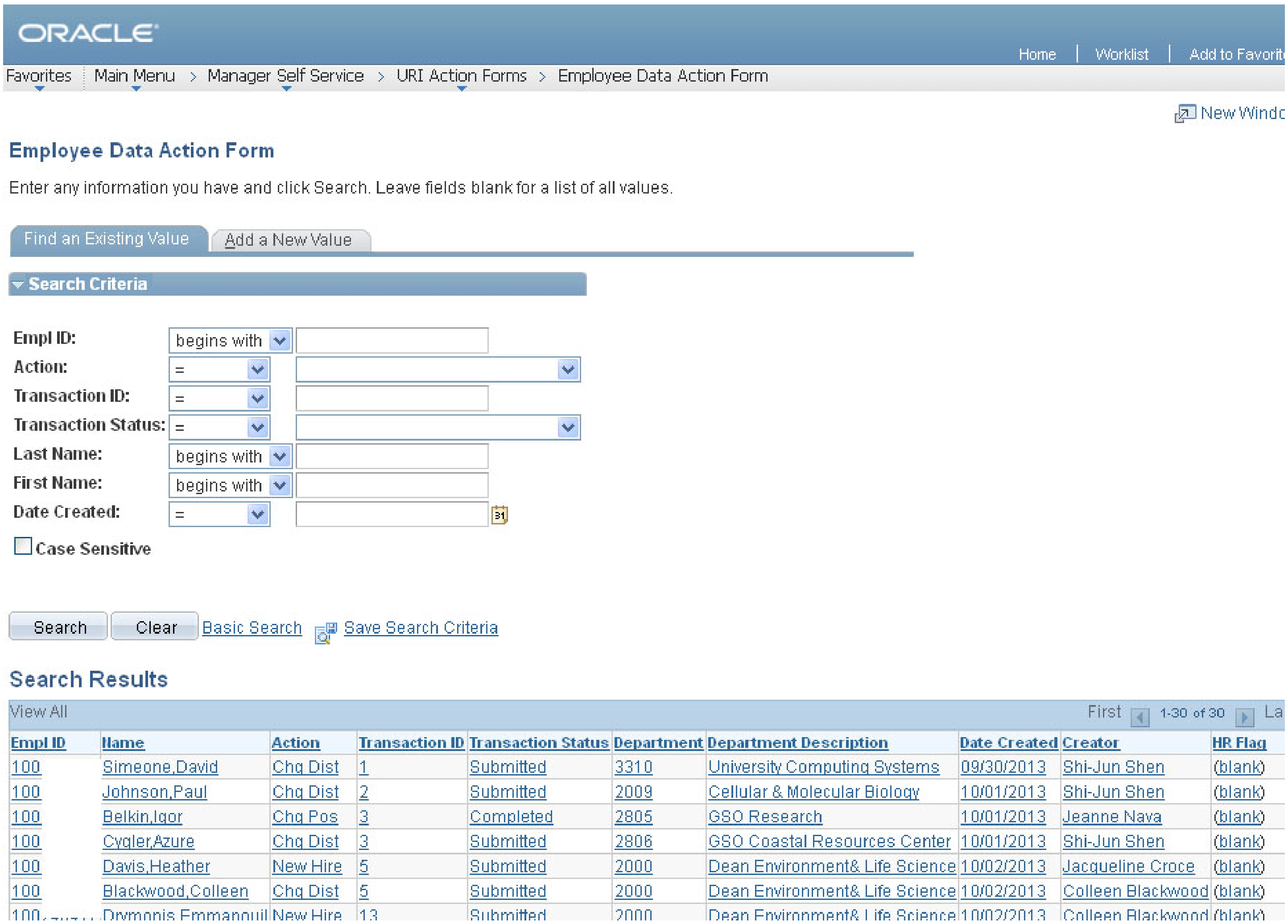
Once all the required information has been entered, the following actions can be done:

- **Submit** sends the form to the first approver on the workflow list and begins the approval process.
- **Save** allows you to save the form without submitting it.
- **Print** lets you print the form as it currently appears on your screen.
- **Attach** enables you to attach a document to the form.
- **Cancel** cancels the form without saving anything.

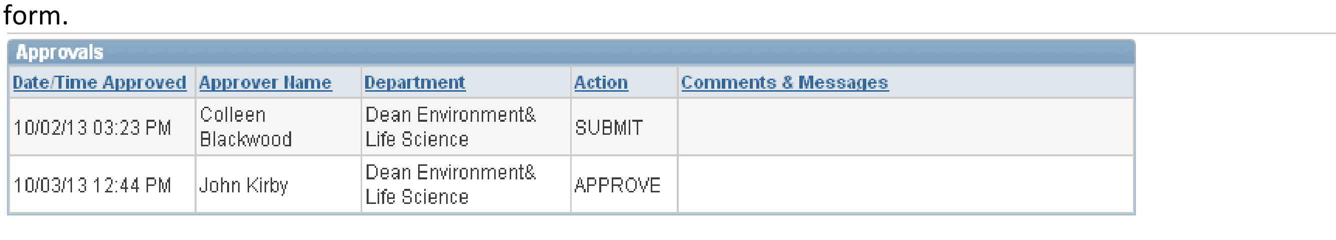
Form Approval Workflow and Tracking

After the form has been submitted by the department originator, it can be tracked through the system. To do this, follow these steps:

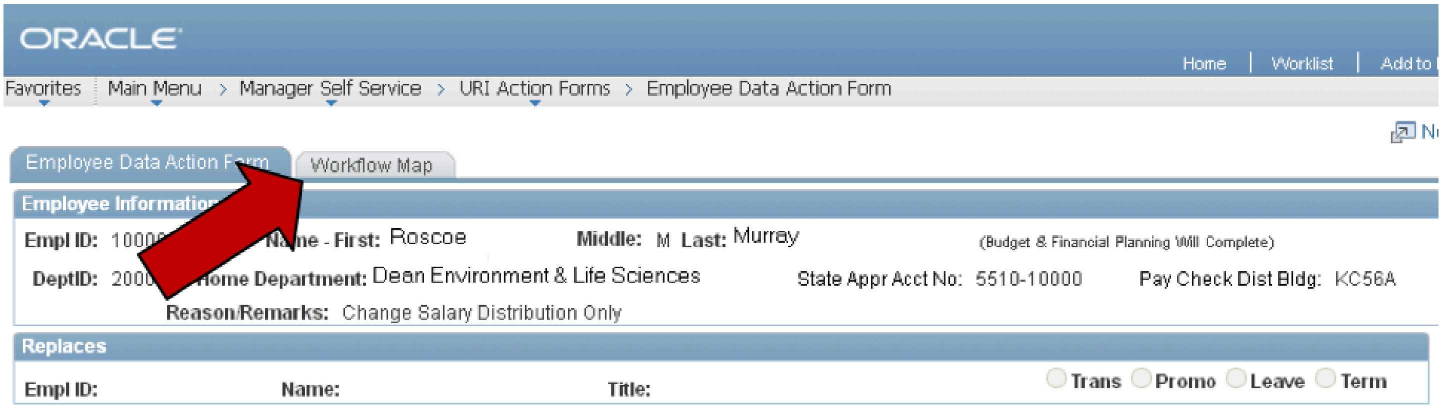
- Navigation >Main Menu>Manager Self Service>URI Action Forms>Employee Data Action Form
- Under **Find an Existing Value**, Click the Search button.
- Click on the form from the list that comes up:



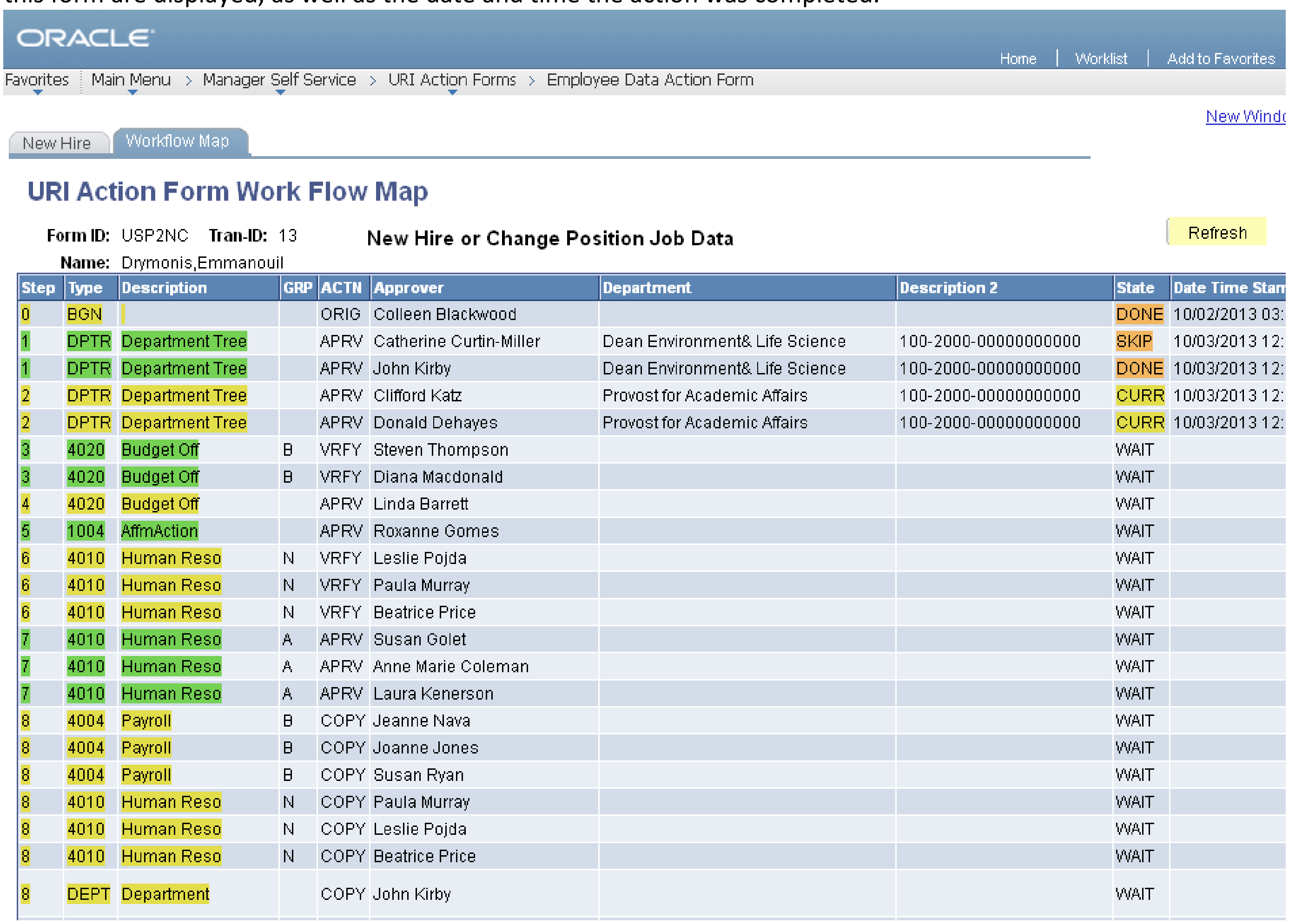
At the bottom of the form, under **Approvals**, you will find the date/time and names of those who have approved this form.



Click on the **Workflow Map** to see where the form is currently awaiting approval:



The Workflow Map shows in which office the form is located and the status of the form. The department/office information is displayed in the **Department** and **Description2** columns. On the right under **State**, all approval actions for this form are displayed, as well as the date and time the action was completed.



Step	Type	Description	GRP	ACTN	Approver	Department	Description 2	State	Date Time Stam
0	BGN			ORIG	Colleen Blackwood			DONE	10/02/2013 03:
1	DPTR	Department Tree		APRV	Catherine Curtin-Miller	Dean Environment& Life Science	100-2000-00000000000	SKIP	10/03/2013 12:
1	DPTR	Department Tree		APRV	John Kirby	Dean Environment& Life Science	100-2000-00000000000	DONE	10/03/2013 12:
2	DPTR	Department Tree		APRV	Clifford Katz	Provost for Academic Affairs	100-2000-00000000000	CURR	10/03/2013 12:
2	DPTR	Department Tree		APRV	Donald Dehayes	Provost for Academic Affairs	100-2000-00000000000	CURR	10/03/2013 12:
3	4020	Budget Off	B	VRFY	Steven Thompson			WAIT	
3	4020	Budget Off	B	VRFY	Diana Macdonald			WAIT	
4	4020	Budget Off		APRV	Linda Barrett			WAIT	
5	1004	AffmAction		APRV	Roxanne Gomes			WAIT	
6	4010	Human Reso	N	VRFY	Leslie Pojda			WAIT	
6	4010	Human Reso	N	VRFY	Paula Murray			WAIT	
6	4010	Human Reso	N	VRFY	Beatrice Price			WAIT	
7	4010	Human Reso	A	APRV	Susan Golet			WAIT	
7	4010	Human Reso	A	APRV	Anne Marie Coleman			WAIT	
7	4010	Human Reso	A	APRV	Laura Kenerson			WAIT	
8	4004	Payroll	B	COPY	Jeanne Nava			WAIT	
8	4004	Payroll	B	COPY	Joanne Jones			WAIT	
8	4004	Payroll	B	COPY	Susan Ryan			WAIT	
8	4010	Human Reso	N	COPY	Paula Murray			WAIT	
8	4010	Human Reso	N	COPY	Leslie Pojda			WAIT	
8	4010	Human Reso	N	COPY	Beatrice Price			WAIT	
8	DEPT	Department		COPY	John Kirby			WAIT	

Status Descriptions:
DONE: The form has been approved by this person and has proceeded to the next approver.
SKIP: Signifies an approver for the department has already approved the form, thereby skipping this approver.
CURR: This is the office in which the form is currently awaiting approval.
WAIT: The form has not yet reached the offices where this status appears.